

MAIL IN APPLICATION INSTRUCTIONS

1. PRINT ALL INFORMATION.

Illegible or incomplete applications cannot be processed. Applications may be accepted for Norfolk residents only. Post office box addresses are not acceptable.

2. INCLUDE A COPY OF YOUR CURRENT RABIES CERTIFICATE.

Virginia law requires a current rabies vaccination from a licensed veterinarian to obtain a city pet license.

KEEP YOUR ORIGINAL CERTIFICATE!

3. INCLUDE WRITTEN PROOF OF SPAY / NEUTER FOR REDUCED FEE.

Virginia law requires written proof of spay / neuter to obtain a reduced fee license. A copy of a this proof must be provided to receive a reduced cost license.

4. INCLUDE CHECK OR MONEY ORDER - NO CASH!

Make check or money order payable to: Norfolk City Treasurer.

Returned checks are subject to a \$25.00 service charge in addition to any other penalties provided by law.

5. MAIL TO:

Norfolk Police Department Animal Protection Unit 5585 Sabre Road Norfolk, VA 23502

Your license receipt with current year metal tag will be mailed to the address listed on the license application. Please allow five (5) business days for processing.

CITY OF NORFOLK ANIMAL LICENSE OUTLETS

License Station	Telephone		
Best Value Hardware 1013 E Bayview Boulevard	583-1484		
Meadowbrook Hardware 1215D W Little Creek Road	489-7293		
Norfolk SPCA 916 Ballentine Boulevard	622-3319		
City Treasurer City Hall	441-2931		
Animal Protection Unit 5585 Sabre Road	664-PETS		

RABIES VACCINATIONS

Clinic	Telephone
Dog & Cat Hospital	622-1788
West's Animal Clinic	622-4551
Carpenter & Pope Hospital	588-8755
Bayview Veterinary Clinic	588-1909
Little Creek Veterinary Clinic	583-2619
VCA Animal Care Center	423-3900
Friendship Veterinary Hospital	489-4083
Tidewater Animal Hospital	588-0608
Cat Hospital of Tidewater	466-9151
Boulevard Veterinary Clinic	461-4416
Naval Veterinary Medical Clinic	445-0922

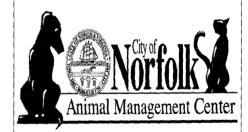
Rabies clinics sponsored by the Norfolk Department of Public Health are held frequently. Call 683-2712 for a schedule.

IMPORTANT TELEPHONE NUMBERS

	Organization	<u>Telephone</u>
	Norfolk SPCA	622-3319
	Norfolk Health Department Rabies Control	683-2712
	Norfolk Sanitation (Dead animals)	441-5813
	Tidewater Humane Inc.	497-7729
	Animal Assistance League	548-0045
	Chesapeake Animal Bureau	382-8080
	Portsmouth Humane Society	397-6004
	Portsmouth Animal Control	393-8876
	Suffolk Animal Control	925-6416
	Virginia Beach Animal Control	427-4158
	Virginia Beach SPCA	427-0070
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ANIMAL LICENSE INFORMATION

A guide to frequently asked questions regarding dog and cat licenses.



Your best friend is waiting for you at the Norfolk Animal Management Center!

City of Norfolk Animal Management Center 5585 Sabre Road Norfolk Virginia 23502

664-PETS

Animal License Application

I HEREBY CERTIFY THAT THE INFORMATION LISTED ABOVE IS CORRECT. I UNDERSTAND THAT FURNISHING FALSE INFORMATION IN THE PROCUREMENT OF A CITY OF NORFOLK ANIMAL LICENSE IS A MISDEMEANOR CRIME.

FREQUENTLY ASKED QUESTIONS

Why does my pet need a license?

Dogs and cats are required by law to have a license at four (4) months of age. Licenses are valid for the year of issue only and expire on December 31st.

What do I need to get a license?

A current rabies certificate from a licensed veterinarian is required to purchase a pet license. A list of Norfolk veterinarians can be found on the back of this brochure

My pet stays inside. Does he/she need a license?

Yes. All pets, indoor or outdoor, are required to have a license.

How do I get a reduced price license?

You must have your pet spayed or neutered to qualify for a reduced license fee. A veterinarian's certificate is required to obtain a reduced cost license

Should my pet wear his/her tags?

Yes. A license tag is your pet's ticket home should he/ she become lost. Animal Protection officers will attempt to return tagged pets home before impounding them at the city animal shelter. Also, pets with tags are held for ten days instead of five days before disposition.

Where can I get a pet license?

A list of license substations can be found on the back of this brochure.

What happens if my pets tag is lost or stolen?

Lost or stolen tags may be replaced for \$1.00 at the City Treasure's office. Also, report lost or stolen tags to the Animal Protection office at 664-PETS.

I am a member of the military. Does my pet need a license?

Yes. All pets residing in Norfolk are required to have a city license. This includes all military housing both on and off base.

Where can I get information on pet laws?

Copies of Norfolk animal laws are available at the city libraries, Animal Protection office, and the City Clerk's office. Additionally, Animal Protection offers programs for schools, churches, and civic leagues which cover the various functions of animal control.

I am a new pet owner. How long do I have to get a pet license?

City Code allows ten (10) working days to obtain a license. A bill of sale or transfer may be required to avoid a summons. Licenses are not transferable.

What can happen if I misrepresent information on this application?

This application is an official document. Presenting false evidence (such as an altered rabies certificate) or making a false statement (such as claiming an animal is neutered to obtain a reduced cost license) are both violations of Norfolk City Code and violators may be subject to a fine of up to \$2500.00 and / or up to twelve (12) months in jail.

GENERAL INFORMATION

The license year runs from January 1 - December 31. New licenses go on sale December 1st.

Costs per license

\$25.00 Unaltered dog or cat

\$ 5.00 Spayed / neutered dog or cat

\$ 2.00 Senior Citizen Rate Spayed / Neutered dog or cat

Senior Citizens Reduced Cost Licenses

If you (NOT your pet!) are aged 55 or older, you may obtain a reduced cost license for your spayed or neutered pet. This ONLY applies to altered animals and is NOT a discount for unaltered pets.

Special Services

Animal Protection will make arrangements to assist handicapped, disabled, or elderly residents in obtaining their pet licenses.

Licenses by mail

Pet owners may fill out, detach, and return the included pet license application to receive a license by mail. Follow the instructions printed on the back of the application. Be sure to include a copy (NOT the original) of your pet's current rabies certificate. DO NOT SEND CASH VIA THE MAIL!

License Mini-stations

Animal Protection will schedule license sales for groups such a civic leagues, apartment complexes, etc. Contact the Animal Protection office at 664-7387 to make arrangements.

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